

**THE CORPORATION FOR NATIONAL SERVICE**  
***National Service Fellowships for 2000 to 2001***  
***Guidelines Package***

**Date Issued:** May 4, 2000

**Closing Date for Applications:** June 19, 2000

**For further information**

See “Frequently Asked Questions” at the back of this Guidelines Package.

By E-mail  
(preferred): Fellowships@cns.gov

Write to: National Service Fellowships  
Corporation for National Service  
c/o Thomas M. Flemming  
1201 New York Avenue, NW, #7027  
Washington, D.C. 20525

Telephone: Fellowship Applicants Information Line:  
202/606-5000, extension 571.  
Please leave your name, telephone  
number, and the best time to call you. A  
knowledgeable person will return your  
call as soon as possible.

<p><b>NOTE:</b> <i>The National Service Fellowship program does not provide student financial assistance.</i></p>
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## NATIONAL SERVICE FELLOWSHIPS WITH THE CORPORATION FOR NATIONAL SERVICE

*Mission of the National Service Fellowship Program:* To improve the quality of service through the talents of a diverse team that will learn with the Corporation for National Service and will contribute to the future of national service.

*Vision for the National Service Fellowship Program:* By 2003, the National Service Fellowship program will be seen as a high quality program that has strengthened national service through continuous learning, new models, stronger networks and professional growth.

**I. SUBSTANCE OF THE FELLOWSHIP PROGRAM:** The National Service Fellowship program provides talented individuals with an opportunity to make a unique contribution to the Corporation for National Service and service field through immersion in a particular topic, issue, or developmental activity that leads to a written work product suitable for publication. Fellows benefit from the freedom to focus on a discrete scholarly or business issue with the support of other Fellows and access to the Corporation's technical and other resources. The Corporation benefits from the opportunity to attract creative and talented individuals from a variety of backgrounds and disciplines to intensively address issues of importance to the Corporation and/or to the service field. The program will begin in mid-September 2000 and end in mid-June 2001. The Corporation expects to award a mix of up to 12 full and part-time Fellowships as described below.

Now in its fourth year, previous recipients of National Service Fellowship program have found that it provides substantial benefits, including:

- The opportunity to pursue a project they feel passionate about and that has value to service field in a highly supportive environment, and to focus on it in a comprehensive and thoughtful fashion.
- A large measure of control over how their project is pursued.
- The opportunity to experience the synergistic and creative effects that result from working with other Fellows.
- The stature, time and resources (including support from Corporation management and technical experts) needed to produce a high quality outcome.

The Fellowship program is, first and foremost, concerned with the outcome(s) of Fellows' work.

*Applicants have considerable freedom to identify a project or activity they propose to pursue during their Fellowship, and creativity is encouraged. The most important considerations in selecting Fellows are judgments about the (1) viability and usefulness to the Corporation or the service field of identified outcomes, and (2) the ability of an applicant to produce them.*

The National Service Fellowship program does not specify subject matter that a Fellow should address beyond the obvious requirement that it be concerned with the Corporation's business or the service field. However, applications will be weighted competitively and the degree to which an application is deemed to benefit to the Corporation and inform an important policy or operational matter will affect the ranking of proposals. Further information on subject matter can be found under Question 13 of Section IX of this guidelines package.

National Service Fellows and Corporation staff work together as a self-managed team and actively contribute to managing their participation in the program. Involvement with the team has proven to be valuable for Fellows, who are largely dispersed around the country, and for the program's overall success.

Fellows must agree to participate in bi-weekly conference calls and attend three meetings in Washington, D.C. (at Corporation expense) scheduled for September 2000 (orientation); February 2001 (mid-course review); and June 2001 (final presentations).

National Service Fellowship award recipients may be physically located in any part of the United States and may work from any suitably equipped setting. The Corporation prefers, but does not require, that Fellows affiliate with an office of the Corporation or a related state organization. This arrangement provides day to day access to knowledgeable colleagues in an office setting. Highly ranked applicants will be asked to indicate location preferences, but availability is dependent on the circumstances of potential host offices and cannot be guaranteed.

**II. TWO TYPES OF NATIONAL SERVICE FELLOWSHIPS :** Both full and part time National Service Fellowships are being offered for 2000 to 2001.

**FULL-TIME AWARD RECIPIENTS** have the opportunity to become fully immersed in their Fellowship projects without being concerned with other employment considerations. Full-time Fellows are not prohibited from being supported in part by other organizations (e.g., Fellows on paid sabbaticals). However, the Corporation must be advised of any competing demands for the time and attention of Fellows both prior to and after an award and it is expected that they will not have other regular employment.

Full-time Fellows will receive a total of \$26,500 during their Fellowship, paid at \$2,650 per month for nine months, with the balance paid upon receipt of an acceptable work product. Fellows are expected to pay for costs associated with their Fellowship, such as conference costs, site visits and supplies, from these funds. Full-time Fellows will also have access to individual (self-only) health insurance, if needed, and work-related liability insurance. *No other support* (e.g., for moving, transportation, housing, loan repayment, etc.) is included.

The Corporation will pay Full-time Fellows according to a monthly schedule based on an invoice that includes specification of time spent on the Fellowship and certification of satisfactory progress by the Corporation. At the Corporation's discretion, payments may be suspended or terminated in the absence of satisfactory progress or where the full-time requirement is not being met.

**PART-TIME AWARD RECIPIENTS** will participate in the program alongside the Full-time Fellowship award recipients, including participation in bi-weekly teleconference calls; participation in the orientation, mid-course, and final program events; and access to technical assistance and support. This aspect of the Fellowship program is aimed at employees of federal, state, or local agencies or other employees of organizations associated with the service field; however, others may also apply for a part-time Fellowship. The Part-time model allows Fellows to work intensively on a project that could directly benefit employers and strengthen the quality of their products by working collaboratively with the Corporation and with other Fellows.

The assumption is that Part-time Fellows will continue working for, as well as supervised and paid by, an employer during the period of the Fellowship. The amount of the Fellowship award will be limited to a payment of \$2,650 at the end of the Fellowship period and upon delivery of an acceptable work product to the Corporation, and health or liability insurance will not be provided. Part-time Fellows, and their employers, must each commit to the Fellow spending at least half-time (an average of 20 hours each week) on the program. While an employer's concurrence is not necessary as part of the application process, a signed memorandum of agreement between the employer, the Corporation, and the Fellow will be required before an award is made and it will be incorporated into the award.

Note: Employees of the Corporation for National Service can be considered as part-time Fellows. However, there will be no contract associated with that status, only a memorandum of agreement, and there will be no contractual payment when the work product is delivered.

**FOR BOTH FULL-TIME AND PART-TIME AWARD RECIPIENTS**, the application proposal, along with modifications (if any), will serve as the contract work plan. Modifications are at the sole discretion of the Corporation. Each award recipient will extrapolate on their proposal by providing standardized goals and objectives during the program's orientation session.

Recipients will not have an employer/employee relationship with the Corporation. They will be paid as individual contractors and will not represent or speak on behalf of the National Service Fellowship program or the Corporation for National Service. The Corporation has unlimited use of all products resulting from the National Service Fellowship program.

**III. QUALIFICATIONS:** As with other national service applicants, the Fellowship program candidates must be citizens or lawful permanent resident aliens of the United States. Although there are *no academic requirements* for this program, confidence in the ability of applicants to produce outcomes that are useful to the Corporation will be bolstered by: strong academic credentials; demonstrably substantial and successful work experience in a field related to the applicant's proposal; and experience performing significant service related activities.

**IV. PROPOSAL AND SELECTION PROCESS:** The prospective Fellow's project will be described in a proposal to the Corporation. Information to be provided in the proposal is described in Section VI, "Instructions for National Service Fellowship Proposals." Both Full-time and Part-time applicants address the same questions.

Proposals and applications will be evaluated within the Corporation through a competitive process using the criteria specified in this Guidelines Package. The review process is designed to focus more attention on the most promising applications rather than reviewing all applications in equal depth, and to minimize demands on the time of both applicants and reviewers. Applications that are believed to be most promising will receive more intensive attention. The following is a brief description of the application review process used for this program.

- X All applications will be screened by Corporation staff for overall soundness and general consistency with the criteria and conditions for the Fellowship Program specified in the Guidelines Package.

- X Applications that pass this initial screening will be forwarded to Review Panels composed of Corporation employees. The Review Panels will score applications.
- X Approximately 30 applications will then be forwarded to a Selection Panel composed of senior officials of the Corporation or others with stature in the field of service. This panel will consider the merits of each application and supplement this information with formal interviews conducted by telephone over several days.
- X Applicants will be ranked according to “most promising” and “less promising” applications. This ranking will be provided to the Corporation’s Chief Executive Officer or his designee for review and selection for award.
- X References and other information related to legal and employment histories will be checked during the review process.

*The Corporation retains the authority to accept or reject proposals and applications based on its sole judgment and discretion.*

**V. TIMETABLE AND DEADLINE FOR PROPOSALS:** Five copies of proposals must be ***received*** not later than ***4:00 p.m. on June 19, 2000*** at the offices of the Corporation for National Service, Mailroom Box NSF, 1201 New York Avenue, NW, Washington, D.C. 20525. The Corporation will not accept proposals received by facsimile or electronic mail. The Corporation, at its discretion, may accept proposals that are postmarked 5 days before the closing date even if they have not been received in the Corporation’s offices by the deadline. Applicants are urged to submit their proposals well in advance of the deadline to avoid rejection due to lack of timeliness.

The Corporation will notify applicants who are selected for a Fellowship on or before August 30, 2000. A list of successful applications will also be posted on the Corporation’s web site ([www.nationalservice.org](http://www.nationalservice.org)).

## **VI. INSTRUCTIONS FOR NATIONAL SERVICE FELLOWSHIP PROPOSALS**

Applicants are required to send ***five copies*** of the following information to the address provided in the Guidelines. For top ranked candidates, reference checks, supplemental personal information, and an oral interview will also be required before the Corporation makes a Fellowship offer. NOTE: Applications should simply follow this outline; there is no form to complete.

Part A. Proposal Content: Proposals should address the following areas. The “Proposal Content” portion of the application (Part A) should be no more than *6 pages* in length, and your name should be on each page. You may use single or double spacing. Attachments will not be considered during the review process. Also, see “Proposal Ranking Factors.”

### *1. Full or Part-time:*

State whether you are applying for a full-time or part-time National Service Fellowship.

*2. Description:*

Describe the project or activity you would pursue as a National Service Fellow. Clearly state the expected outcomes of your Fellowship experience and how you would achieve them. Include a discussion of how the concept contributes broadly to the service field or to furthering the Corporation's business or programs. Identify a connection(s) to the Corporation's strategic plan.

*2. Schedule:*

Provide a monthly schedule (time projections) for accomplishing specified outcomes.

*3. Location:*

Identify where you would like to be located in conducting your Fellowship. Would you be willing to be affiliated with an office of the Corporation for National Service?

*4. Other Resources:*

Indicate additional resources (if any) needed to accomplish your proposed activity and how it will be provided

*5. Other Information:*

You may include any other information that will support your application.

**Part B. Relevant Background and Personal Information:** Please provide the following information as part of your proposal. Alternatively, a resume may be submitted as long as it includes all requested information.

**Privacy Act Notice:** This information is requested pursuant to 42 USC §12653(f). The information will be used by the Corporation to select applicants as National Service Fellows. Disclosure of the information is voluntary; however, failure to provide the requested information will preclude the applicant from participating in the program. The information will not be disclosed outside the Corporation without the prior written permission of the applicant.

*1. Personal*

- Full name, mailing address, day and evening phone numbers.
- Country of citizenship and/or lawful permanent residence.

*2. Academic History*

- Colleges/Universities attended (name, city, state)
- Major field(s) of study as well as type and year of degree(s) received.

*3. Work History*

- Employer names and addresses; job title(s); dates with employer; duties.
- Honors; accomplishments; any special related qualifications.

*4. Community Service History*

- Name of organization, location, and dates of service.

- Nature of the organization and your involvement.

5. *Relevance to Fellowship Product*

- Provide a brief explanation (one paragraph) describing how your academic, work, and community service history has equipped you to carry out your Fellowship project.

6. *References*

- Provide a minimum of three (3) references. Include names, addresses, telephone numbers and relationship to you.
- Applicants reaching the final selection stage will be required to have three letters of reference provided directly to the Corporation.

## VII. PROPOSAL RANKING FACTORS

Proposals will be reviewed according to the following criteria:

1. 30 POINTS: Relevance of the proposed outcome(s) to the Corporation and/or the field of service, i.e., to what degree will the proposed outcome(s) be of value to the Corporation or otherwise inform a policy or operational matter affecting the Corporation or the service field? Is the proposal related to the Corporation's Strategic Plan?
2. 30 POINTS: Substance, conceptual quality, and clarity of the proposal, i.e., to what degree is it:
  - X substantive
  - X thorough
  - X logical and well constructed
  - X clear
  - X articulate

To what extent does the proposal demonstrate an understanding of subject matter in relation to projected outcomes and does it provide confidence that high quality outcomes will be achieved and/or delivered?

3. 30 POINTS: Degree of predictability that the prospective Fellow has the ability to produce the proposed outcome. Indicators include, but are not limited to:
  - X substantial and relevant work experience and accomplishments;
  - X substantial and relevant academic credentials and accomplishments;
4. 10 POINTS: Applicant's experience performing significant community service.

## VIII. SUPPLEMENTAL INFORMATION FOR -- HIGHLY RANKED APPLICANTS ONLY

This information is *not required* for the initial application. It will be requested after proposals have been evaluated, and only from individuals with highly ranked proposals. Attach additional pages, if needed.

**Privacy Act Notice:** This information is requested pursuant to 42 USC §12653(f). The information will be used by the Corporation to select applicants as National Service Fellows. Disclosure of the information is voluntary; however, failure to provide the requested information will preclude the applicant from participating in the program. The information will not be disclosed outside the Corporation without the prior written permission of the applicant.

1. Full name (and other names used, if applicable):
  
2. Home address and day and evening telephone numbers:
  
3. Social Security Number:
  
4. Have you ever been discharged from the Armed Forces under other than honorable conditions?    ☐ yes    ☐ no                      If "yes," please describe the circumstances:
  
5. Have you ever been convicted of a criminal offense?                      ☐ yes                      ☐ no                      If "yes," please describe the circumstances:
  
6. Have you ever failed to meet a court-ordered child support payment?    ☐ yes    ☐ no If "yes," please describe the circumstances:
  
7. Are you delinquent on any federal debt?                      ☐ yes                      ☐ no  
If "yes," please describe the circumstances:
  
8. Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association or organization because of your conduct?  
      ☐ yes    ☐ no                      If "yes," please describe the circumstances:



(Applicant's Signature)

(Date)

## IX. FREQUENTLY ASKED QUESTIONS ABOUT APPLYING FOR A NATIONAL SERVICE FELLOWSHIP

Question 1: *I work with a very worthwhile local organization that would benefit from Corporation funding. Is a National Service Fellowship a way to gain such funding?*

Answer: The Fellowship program supports **individuals** in carrying out their proposed activity rather than organizations.

Question 2: *Would a strictly local undertaking make a good Fellowship project?*

Answer: Generally, no. The focus of the Fellowship program is on breadth and impact, activities that are broadly and substantively concerned with the Corporation's business and mission or the field of service. However, this is not to say that a Fellowship activity could not occur locally, only that there should be a credible rationale for the results of that activity having broad applicability to the service field.

Question 3: *Is the Fellowship program aimed at particular age or other group?*

Answer: No. Adults of all ages and from diverse backgrounds are encouraged to apply.

Question 4: *Do I need an advanced degree to receive a Fellowship?*

Answer: No. The program is concerned with outcomes and the relative ability of individuals to achieve them. However, stronger academic and/or work credentials that are relevant to a proposed project will bolster the standing of an applicant in the competitive review process.

Question 5: *Are Full-time Fellowships really full time?*

Answer: Yes. Full-time Fellows are expected to spend time that is equivalent to a full time job (or more) on their Fellowship. The Corporation has retained some flexibility to accommodate unique circumstances; however, during the review and selection process, any competing demands for the time and attention of an applicant will be weighed in the context of the applicant's ability to carry out their proposal and work with other members of the Fellowship team. After selection, full-time Fellowship award recipients who do not meet this requirement could lose their Fellowship. For the 2000 to 2001 program year, individuals may also apply as Part-time Fellows (see Section II of the Guidelines Package for an explanation of Full-time and Part-time Fellowships).

Question 6: *I live in a city that is remote from a possible host office of the Corporation for National Service or a related state organization. Can I still be selected as a Fellow?*

Answer: Yes.

Question 7: *What other responsibilities do the Fellows have in addition to achieving the purpose of their proposal?*

Answer: The Fellows work together as a team. The team provides peer support; identifies project issues and synergies; works with technical resource people; and provides a focus for the quality of projects, both individually and collectively. Each Fellow must attend an orientation meeting, mid-course meeting, and final meeting in Washington, D.C. as guests of the Corporation and they must participate in periodic telephone conference calls with other Fellows. A brief written progress report must be prepared each month and attached to the Fellows' invoice for payment.

Question 8: *How are Full-time Fellows paid?*

Answer: They submit an invoice and narrative progress report each month to the Corporation. Payments will usually be completed within 2 weeks of receipt of the invoice. With the prior approval of the Corporation, Fellows may pro-rate their invoice for months in which they do not spend full time on the Fellowship.

- Question 9: *Are there any special income tax ramifications for the Fellowship?*  
 Answer: No. The Fellowship award is fully taxable. Those awarded a Fellowship are paid in the same manner as a small contractor providing a service to the Corporation. Although Fellows are fully liable for taxes on their income, tax payments are not withheld. Thus, it is the responsibility of the Fellow to make tax payments (including estimated tax payments) as required by their individual circumstances. Internal Revenue Service Form 1099 is used to notify Fellows, the IRS, and state taxing authorities of payments to Fellows for each year.
- Question 10: *Does the Fellowship cover student financial aid?*  
 Answer: No. The Fellowship pays for participation in a program and a product (outcome) and has no relationship to educational expenses.
- Question 11: *Will an analysis of my proposal be provided to me?*  
 Answer: No. The number of applications expected under this program as well as the approach used to review applications preclude our providing individual assessments of proposals. All applicants will, however, be notified whether or not their application was selected.
- Question 12: *Are there certain subject areas that the Corporation wants applicants to address?*  
 Answer: Applicants have considerable freedom, and are encouraged to be creative, in identifying what issue or activity they propose to address in carrying out their Fellowship. Applications will be considered relating to any aspect of the Corporation's mission (including the AmeriCorps, National Senior Service Corps, and Service Learning programs) or the service field in general. Further information on the Corporation, its strategic plan and its programs can found at the Corporation's website, ([www.nationalservice.org](http://www.nationalservice.org)).
- The Corporation also has a special interest in applications that address the five basic goals for children and youth identified by the Presidents Summit for America's Future and by America's Promise -- the Alliance for Youth (see [www.americaspromise.org](http://www.americaspromise.org)). These goals point every young person toward the character and competencies needed for a successful life, including an ongoing relationship with a caring adult (a parent, mentor, tutor, or coach); safe places and structured activities during non-school hours; a healthy start; a marketable skill through effective education; and an opportunity to give back through community service.
- Question 13: *What kinds of projects has the Corporation supported under the Fellowship program in the past?*  
 Answer: National Service Fellowship products from the first and second year of the program are on the Corporations web site, [www.nationalservice.org](http://www.nationalservice.org). A description of Year Three projects is also on the site.
- Question 14: *Is there an application form?*  
 Answer: No. Simply answer the questions as posed in Section VI, "Instructions for National Service Fellowship."
- Question 15: *Is there any provision for reimbursing Fellows for direct costs, such as travel or supplies, associated with their Fellowship?*  
 Answer: No. While provided in previous years, this feature of the program has been eliminated. However, the amount of payments to Fellows has been increased as a means of covering such expenses.